Microsoft

MS-201 Dumps

Implementing a Hybrid and Secure Messaging Platform

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Question 1

Apply a cell style
Cell range A2:S2
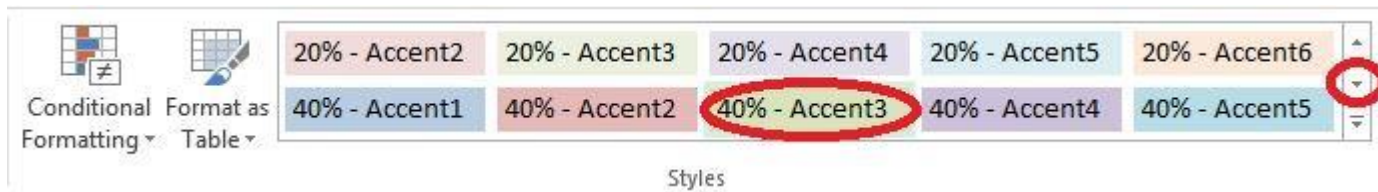Style 40% - Accent3

- **A:** See the explanation below

Correct Answer: A

Step 1: Open the correct worksheet (Section 3 Worksheet).

Step 2: Click in cell A2.

Step 3: Press down the Shift key and click in cell S2.

Step 4: On the Home tab, under Format, scroll down until you see 40% . Accent3, and click on it.

Question 2

Modify the cell format to date.
Cell range C2:S2
Type: 14-Mar
Locale (location): English (United States)

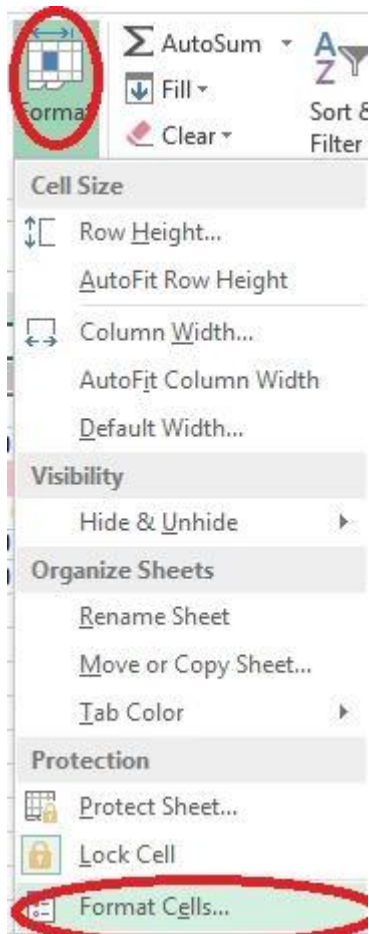- **A:** See the explanation below

Correct Answer: A

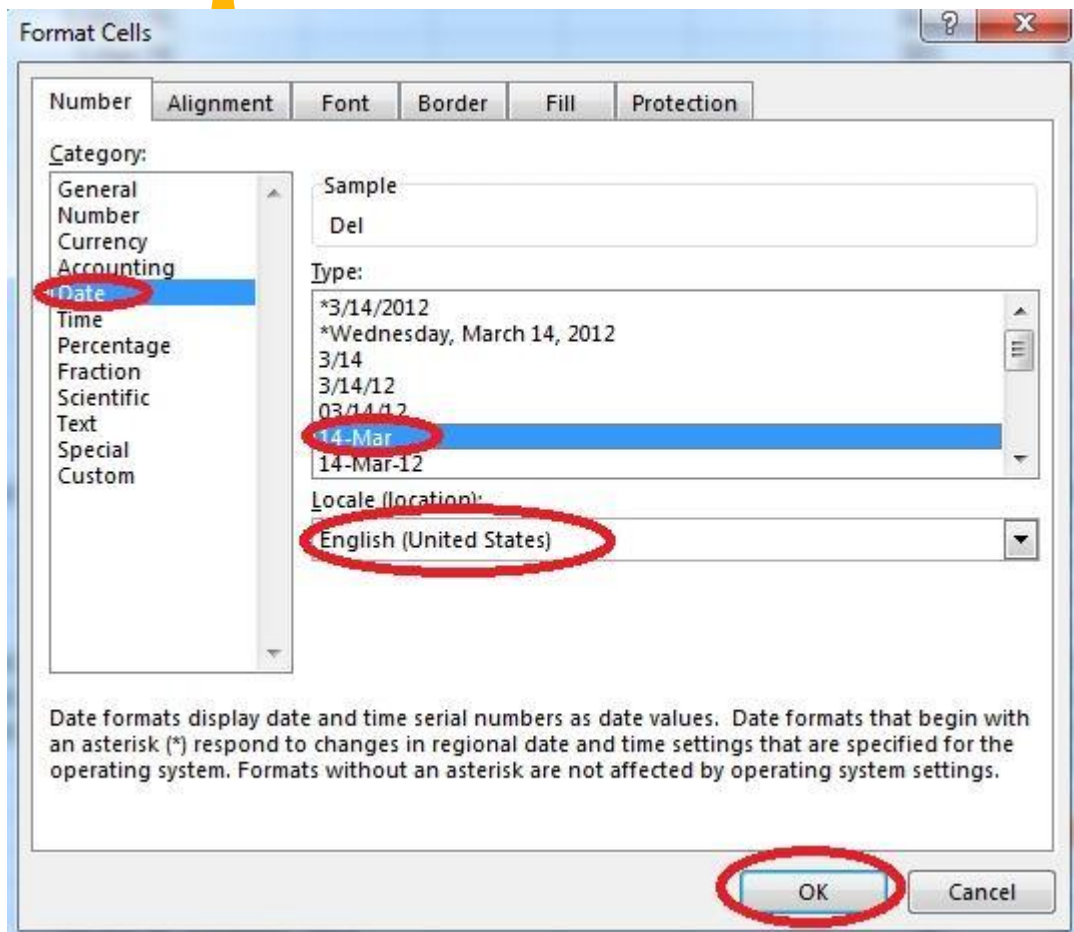Step 1: Open the correct worksheet (Section 3 Worksheet).

Step 2: Click in cell A2.

Step 3: Press down the Shift key and click in cell S2.

Step 4: On the Home tab, under Format, choose Format Cells.

Step 5: In the Format Cells dialog box, choose Date, 14-Mar, and Locale (location): English (United States). Click OK.

Question 3

Add a header and the date for each of the columns (assignments) in the range.
Cell B2.
Text "Date".
Cell Range C2: S2
Text: "22-Aug, 29-Aug,…12-Dec"

- **A:** See the explanation below

Correct Answer: A

Step 1: Click Cell B2. Type the text: Date
Step 2: Click cell C2. Type the text: 22-Aug
Step 3: Click cell D2. Type the text: 29-Aug
Step 3: Click cell C2, then shift-click cell D2.

Step 4: Copy until cell S2 (by dragging from cell D2 to cell S2).

Question 4

Modify the cell alignment settings.
Cell range B3:B25
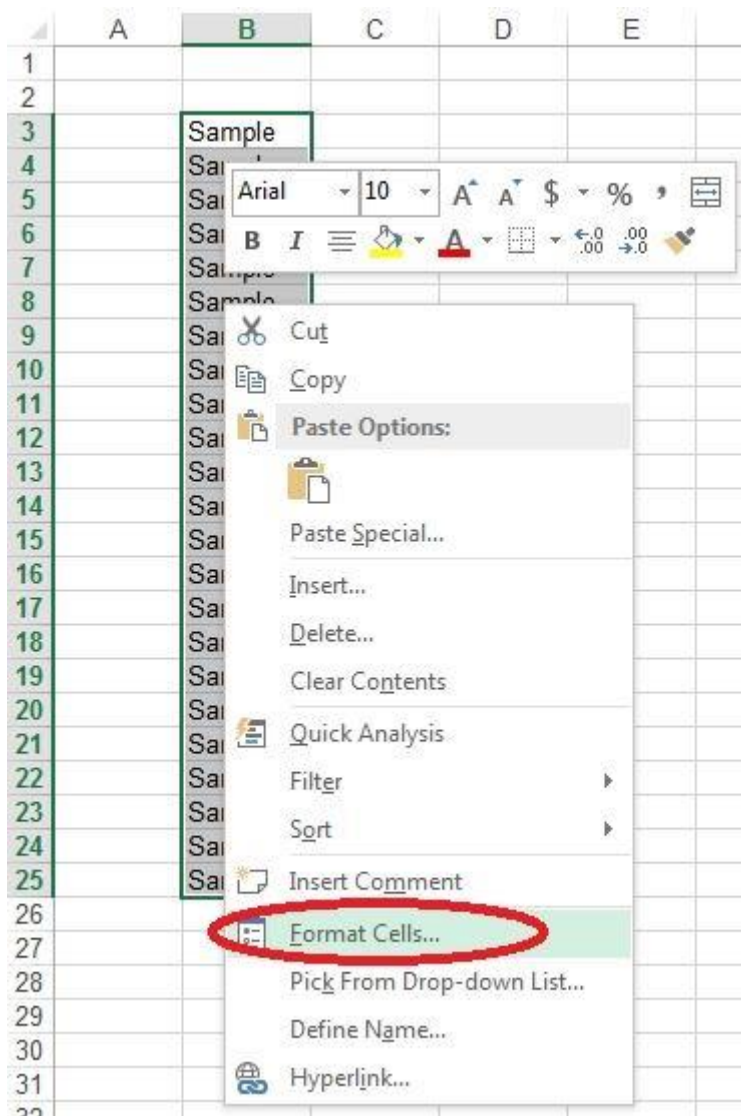Horizontal: Right (Indent)
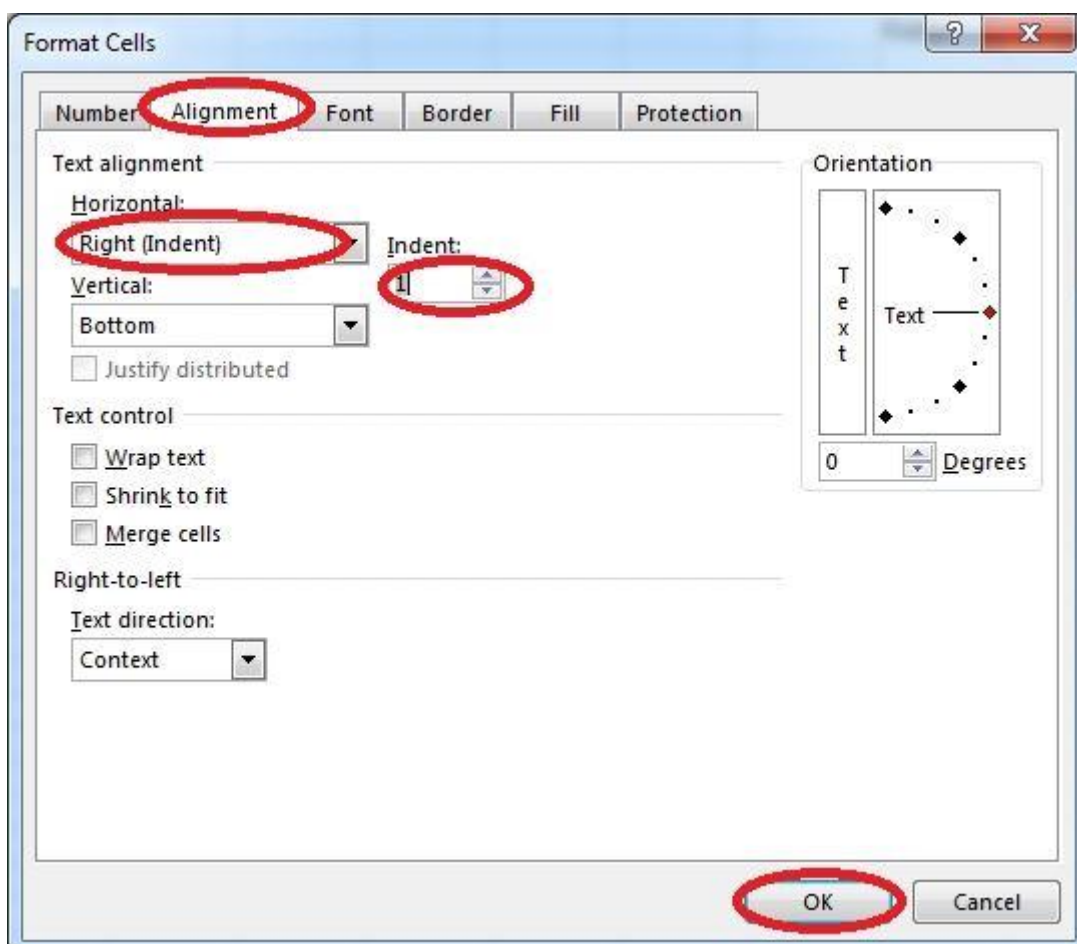
- **A:** See the explanation below

Correct Answer: A

Step 1: Click cell B3.
Step 2:Shift-click cell B25
Step 3: Right-click somewhere in the B3-B25 cell range, and choose Format Cells from the context menu.

Step 4: In the Format Cells dialog box click the Alignment Tab, change Horizontal: to Right (Indent), change Indent: to 1, and then click the OK button.

Question 5

Add conditional formatting.
Color Scales: Green –White-Red Color Scale
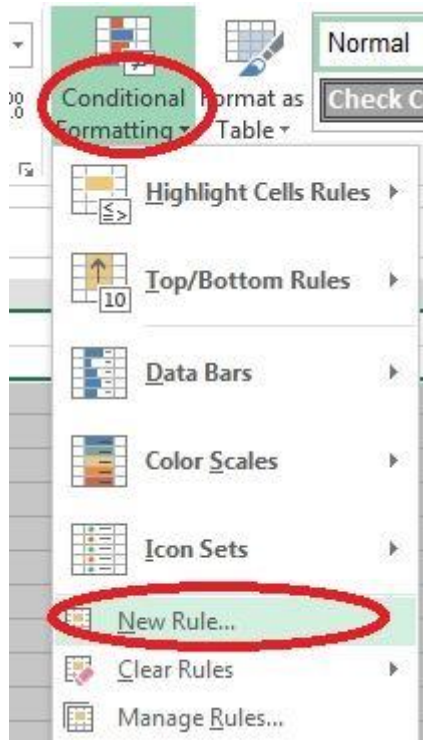Midpoint: Percentile, "70"
Maximum: Number, "25"

- **A:** See the explanation below
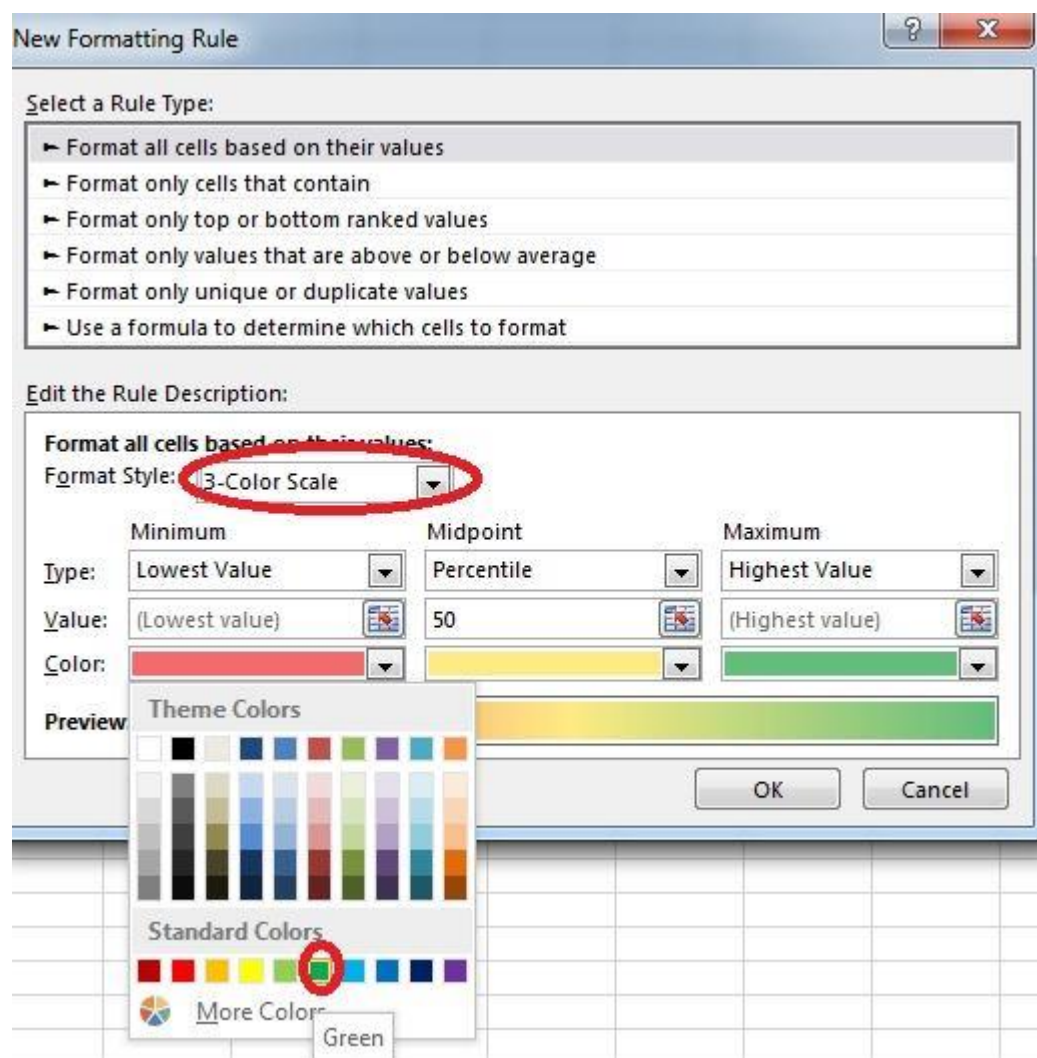
Correct Answer: A

Step 1: Click cell C3

Step 2: Shift-Click cell S25.

Step 3: On the Home tab, under Format, choose Conditional Formatting, and choose New Rule...

Step 4: In the New Formatting Rule dialog box set Format Style to: 3-Color Scale, and set Minimum Color to Green.

Step 5: In the same dialog box set Midpoint type to Percentile, set Midpoint Value to 70, and set Midpoint Color to White. Also set Maximum Type to Number, Maximum value to 25, and Maximum Color to Red. Finally click OK.

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